



1 IMPORTS MENU

The **IMPORTS MENU** offers options to import (upload) files directly to the state registry. The options that display depend on your user access and permissions. The following options are available:

- **DTT/HL7** -- This option allows users to send patient information files that originate in the facility's patient management system (or other source that matches the import type requirements). This includes Remote Clinic contraindications, and ENCD Data.
 - ENCD is used to notify the state when a person under the age of 18 has died. We can accept this data so that we can stop mailings from being sent to deceased children. The ENCD file can be loaded through the DTT and run through the normal de-duplication logic. All records coming from this file will be marked with the "inactive status" of deceased. If a record already exists for the patient, that record will be updated. If a record does NOT exist, a new record will be created.
- **VacMan Upload** – This option allows users to upload patient information from the Vaccine Manager, referred to as VacMan.
- **HL7 Realtime** – This option allows users to upload patient information via HL7 in Realtime.

There are different file specifications depending on the billing system.

Once the file is imported by the facility, the state will import it into the registry.



- Using a scheduler such as the Microsoft Scheduler can also setup automatic running/processing of files or reports such as the DTT Imports.

When importing batch vaccinations, the vaccination that ends up in the master record is the one that contains the most information; i.e., specific vaccine type, administered shot, lot number, combination vaccine. A procedure is used to "score" the immunization to determine if the incoming or existing shot is the "winner" for the master record. The score is determined as follows:

- Administered shot (historical is null) 1
- Specific Vaccine type 2
- Has Lot Number 3
- Combination Vaccine 1
- Total Possible Score 7

ABOUT DTT/HL7 IMPORTS

The following can be performed from the "DTT/HL7 Import" window:

- Import (an existing Data Profile)
- Define (a New) Data Profile
- Define a new Profile with Pre-Defined Fields
- Edit an Existing Data Profile
- Print a Data Profile Report
- View Import Logs
- The maximum Import file size is 100 MB.

The **DTT** import process will correctly identify the records with the following common problems from the ACS file.



- 0Y (zero + Y) can become OV (letters O + V).
 - Any letter O in the Mail Code of the Keyline should be treated as a Zero.
 - Any letter V in the Mail Code of the Keyline should be treated as a letter Y.

Language Code can be incorrect.

- If the language code contains an S assume it is Spanish. Otherwise, assume it is English.
- If a mail code starts with I assume it is INPKT.

As of version 3.0, a state configurable option can be set to prevents short names from overwriting full names during a batch DTT/HL7 import. For example, if Chris were imported, the short name of Chris would not overwrite the full name of Christopher.

Continue to the section corresponding to the action to perform.

IMPORTING DTT OR HL7 FILES

This option assumes a data profile has already been defined and you are ready to upload the file to the State.

Note: In order to make file uploads more efficient, DTT import files may be zipped. Multiple files may be included in a single ZIP file, as long as all files match the profile being used for the import.

To import a DTT or HL7 file, perform the following:

1. From the **IMPORTS** menu point and click on the **DTT/HL7** option. The "DTT/HL7 Import" window appears.



Note: Figure 1-1: DTT/HL7 Import

DTT/HL7 Import

Select Import Profile: --select--

Select File: Browse...

☐ Click here to prevent refreshing patient demographic data

☐ Click here to decrement vaccine inventory.

Import Clear

Print Data Profile Report

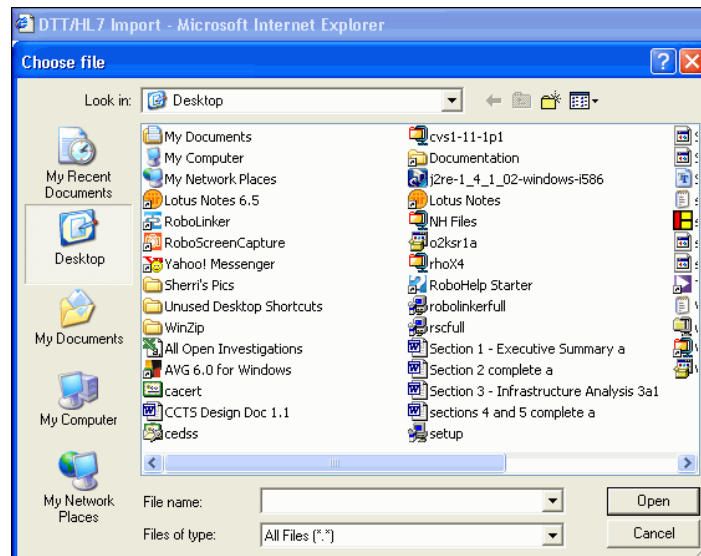
Define Data Profile View Import Logs

After you click on the 'Import' button, the file selected will be imported to the SIIS Webserver. This may take a few minutes depending on the size of the file. During this time, your browser may seem to be stuck waiting. However, it is just waiting until the file import has been completed. Do not click the browser 'Stop' button unless you wish to cancel the file import.

2. In the **SELECT IMPORT PROFILE** field, click the drop-down arrow to view a list of valid import profiles and click one to select it. A few possible examples are:
 - PCIC Demographic
 - PCIC Facility
 - PCIC Immunization
 - PCIC Physician
 - Remote Clinic
 - Gateway Message Format
 - a) Can contain up to four unique files (Facility (F), Physician (Y), Demographic (D), and Immunizations (I)).
3. For states using Data ID Mapping, the user will need to select the Import Profile AND a Facility/Physician Mapping for the IRMS from a drop-down menu.
4. In the **SELECT FILE** field, click the **BROWSE** button and select the file to import. The "Choose File" window appears.



Note: Figure 1-2: Choose Import File Dialog Box



5. Point and double-click the file name to select it or click the **OPEN** button. The "DTT/HL7 Import" window reappears with the "chosen" file name.
6. In the "**CLICK HERE TO PREVENT REFRESHING PATIENT DEMOGRAPHIC DATA**" checkbox, click it to:
 - Insert patient demographic records as "historical" since they already exist, the demographic information in the master patient record will NOT get updated.
7. If the patient doesn't exist in the registry, they're added as usual.
8. In the "**CLICK HERE TO DECREMENT VACCINE INVENTORY**" checkbox, click it to decrease the provider's vaccine inventory; otherwise, vaccinations are not decremented in the provider's vaccine inventory.
 - If a vaccination lot number is sent through the DTT and matches a lot number in the provider's inventory, decrement the number of vaccinations in the provider's inventory.
 - If a vaccination lot number is sent through the DTT and **DOES NOT MATCH** a lot number in the provider's inventory, do not decrement. The



vaccination will be rejected and noted on the DTT Error Report.

- If a vaccination is sent through the DTT and the vaccination lot number is inactive, the vaccination will be rejected and noted on the DTT Error Report.

9. Point and click on one of the available buttons:

- **IMPORT** button to send the file to be processed by the State Registry staff.
 - This may take some time to process depending on the size of the file. The browser may time out when processing lengthy imports. Periodically, check the "Import Log" to ensure the import processed properly.
- **CLEAR** button to clear the fields in order to re-enter the criteria.

CREATE A NEW DATA PROFILE OR EDIT EXISTING PROFILE

This button is used when you want to create a new data profile, create a profile with "pre-defined fields," or edit an existing profile.

1. From the "DTT/HL7 Import" window, click the **DEFINE DATA PROFILE** button. The "DTT Profile Creator – Add/Select" window appears.

Note: Figure 1-3: DTT Profile Creator – Add/Select Profile

DTT Profile Creator - Add/Select Profile	
Existing Profiles	Profile Name: --select--
New Profile	Profile Name:
Cancel Continue Clear	

- If you are creating a **NEW PROFILE**, continue to step two; otherwise if editing an **EXISTING PROFILE**, click the drop-down arrow in the **EXISTING PROFILES** field and select a profile name.



2. If you are creating a **NEW DATA PROFILE**, type the new profile name in the **NEW PROFILE** field. If editing an **EXISTING PROFILE**, click the drop-down arrow for a list of existing profiles.
3. Click one of the available buttons:
 - **CANCEL** – to not create/edit the profile and exit to the "DTT/HL7 Import" window.
 - **CLEAR** – to erase the fields and re-enter profile names/choices.
 - **CONTINUE** – to access the file format selection. The "DTT Profile Creator – Select Format" window appears.

Note: Figure 1-4: DTT Profile Creator – Select Format

DTT Profile Creator - Select Format

Sample Line:

Tab Delimited ☐

Delimited ☒ Delimiter:

Fixed Width ☐ Field Lengths(comma separated list):

Cancel Reset Evaluate Sample Line

4. Type an example of the incoming data in the **SAMPLE LINE** field.
 - For demonstration purposes (shown below), we have a delimited file using the pipe symbol for our delimiter. The sample line will contain a medical record number, first name, last name, date of birth, and gender.
5. Indicate the incoming file's field separator type by clicking one of the radio buttons:
 - **TAB Delimited** – indicates the data fields are separated using TABS.
 - **DELIMITED** – indicates a special symbol is used to separate the data fields.
 - a) Type the symbol used in the **DELIMITER** field. For example, type the pipe symbol (|).



- When using Full Names (Patient, Guardian, Facility Contact, or Physician), you CANNOT use a comma as the delimiter symbol.
- **FIXED WIDTH** – indicates the data fields are fixed in width.
 - a) Type a number for each field's length, separating each with a comma.

Note: Figure 1-5: DTT Profile Creator – Select Format with Sample Line

DTT Profile Creator - Select Format	
Sample Line:	<input type="text" value="Sherri Bull 06031960 F"/>
Tab Delimited <input type="radio"/>	
Delimited <input checked="" type="radio"/>	Delimiter: <input type="text" value=" "/>
Fixed Width <input type="radio"/>	Field Lengths(comma separated list): <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Evaluate Sample Line"/>	

- The fields and their descriptions are listed in the table:

Note: Table 1-1: DTT Profile Creator – Select Format Field Descriptions

COLUMN	DESCRIPTION
SAMPLE LINE	<ul style="list-style-type: none"> • A sample row of the data format being imported. • Note: It is recommended to copy a sample line from the actual file being imported, and then paste it into the Sample Line to alleviate errors.
TAB DELIMITED	<ul style="list-style-type: none"> • Indicates the data file being imported uses the TAB symbol/character as the separator between the fields. • You MUST copy and paste from the file being imported. • Be sure to click the Tab Delimited radio button.
DELIMITED	<ul style="list-style-type: none"> • Indicates the data file being imported uses a special symbol between fields. For example, the pipe symbol (). Copy/paste, or type the sample line and indicate what the delimiter character is in the DELIMITER field.



COLUMN	DESCRIPTION
	<ul style="list-style-type: none">• Note: When using FULL NAMES (Patient Full Name, Guardian Full Name, Facility Contact Full Name, or Physician Full Name), the COMMA symbol CANNOT be used as the separator character since it is used to define the Data Format.• Be sure to click the Delimited radio button.
FIXED WIDTH	<ul style="list-style-type: none">• Indicates the data file being imported uses a fixed width between fields. For example, if the first field uses 25 characters, and the second field uses 10, your entry in the Field Length would be 25,10• Be sure to click the Fixed Width radio button.

7. Click one of the available buttons:
- **CANCEL** to return to the "DTT Profile Creator – Add/Select Profile" window.
 - **CLEAR** to erase the data, remain on the window to re-enter new data.
 - **EVALUATE SAMPLE LINE** to continue and access the "DTT Profile Creator—Assign Fields" window.



Note: Figure 1-6: DTT Profile Creator – Assign Fields

DTT Profile Creator - Assign Fields			
Sample Field	Field Definition	Requires Additional Field Defs	Data Format
12345	Medical Record Number	<input type="checkbox"/>	-select-
Sherri	Patient First Name	<input type="checkbox"/>	-select-
Bull	Patient Last Name	<input type="checkbox"/>	-select-
06031960	Patient DOB	<input type="checkbox"/>	MM/DD/YYYY
F	Patient Mailing Address1	<input type="checkbox"/>	-select-
		Cancel	Reset Submit Definitions

8. The columns and their descriptions are listed in the table:

Note: Table 1-2: DTT Profile Creator – Assign Fields Descriptions

COLUMN	DESCRIPTION
SAMPLE FIELD	<ul style="list-style-type: none"> A sample row of data that is incoming. This is the sample line that was entered on the "DTT Profile Creator – Select Format" window and cannot be changed here.
FIELD DEFINITION	<ul style="list-style-type: none"> This column is used to indicate IWEB's description of the Sample (Line) Field so it can be identified. Click on the drop-down menu arrow to view/select a valid choice. Examples are: <ul style="list-style-type: none"> Patient Full Name Guardian Full Name Facility Contact Full Name Physician Full Name Note: It is recommended to choose all of the Field Definitions before choosing other information.
REQUIRES ADDITIONAL FIELD DEFS	<ul style="list-style-type: none"> This column is used to indicate that a field will also be used as an additional field in IWEB. For example, if a medical record number is entered, this could also be mapped as a Patient Birth File Number. Another example would be for multiple race codes (White and African American) would need to be mapped to indicate there are multiple codes. Be sure to click the checkbox if additional mapping needs to be defined.



COLUMN	DESCRIPTION
DATA FORMAT	<ul style="list-style-type: none"> This column is used to indicate the format of the incoming field. Click on the drop-down menu arrow to view/select the appropriate format. Examples are: <ul style="list-style-type: none"> Dates First Middle Last Suffix First Middle Last, Suffix Last Suffix, First Middle Last, First, Middle, Suffix Last, First Middle Suffix Both Middle (name) and Suffix are optional. If the format selected does not have commas to differentiate the location of each, and only one is passed, the value will be considered a suffix if it is one of the following: <ul style="list-style-type: none"> II, III, IV, SR, JR (this list includes the spelling variations, Junior, Senior, 2nd, etc.) Validation has been added to name formats. If a name format is selected and the data passed is not in the correct format (i.e., name is supposed to have commas and it does not), the user will receive an error message viewable via the DTT Import Log.

9. Using the sample field, choose the appropriate **FIELD DEFINITION** by clicking the drop-down menu arrow to view/select a valid definition. For example, the first line in the "Sample Field" (shown above) contains the numbers 12345.
 - Click on the drop-down arrow in the "Field Definition" column, and choose "**medical record number.**"
 - Continue defining the fields until all have been defined.

The window should now resemble the one shown below.



Note: Figure 1-7: DTT Profile Creator – Assign Fields with Field Definitions

DTT Profile Creator - Assign Fields			
Sample Field	Field Definition	Requires Additional Field Defs	Data Format
12345	Medical Record Number	<input type="checkbox"/>	-select-
Sherri	Patient First Name	<input type="checkbox"/>	-select-
Bull	Patient Last Name	<input type="checkbox"/>	-select-
06031960	Patient DOB	<input type="checkbox"/>	MMDDYYYY
F	Patient Ethnicity Code	<input type="checkbox"/>	-select-

10. Using the Field Definition column, click the drop-down menu arrow to view/select a valid **DATA FORMAT** specifically for:
 - Dates
 - First Middle Last Suffix
 - First Middle Last, Suffix
 - Last Suffix, First Middle
 - Last, First, Middle, Suffix
 - Last, First Middle Suffix
11. To indicate whether a field needs additional mapping (e.g., multiple race codes), click the **REQUIRES ADDITIONAL FIELD DEFS** checkbox.
12. Click one of the available buttons:
 - **CANCEL** – to return to the "DTT/HL7 Import" window.
 - **CLEAR** – to erase and re-enter new field/date definitions.
 - **SUBMIT DEFINITIONS** – to save the profile and display one of the following windows:
 - a) "DTT Profile Creator – Define Multiple Value." Continue to the section titled, "Defining Multiple Values."
 - b) "DTT Profile Creator – Required Mappings." Continue to the section titled, "Mapping Fields."



- c) "DTT Profile Creator – Define Default Value." Continue to the section titled, Defining Default Values."

DEFINING MULTIPLE VALUES

The "DTT Profile Creator – Define Multiple Value" window appears when you want to map a field to have an additional value. For example, medical record number could be the same as Patient Birth File number.

Note: Figure 1-8: DTT Profile Creator – Define Multiple Value

DTT Profile Creator - Define Multiple Value		
	Sample Field	Field Definitions
<input type="button" value="-->"/>	12345	Medical Record Number
		<input type="button" value="Cancel"/> <input type="button" value="Continue"/>

1. From the "DTT Profile Creator – Define Multiple Value" window, click the **SELECT ARROW** button. The "DTT Profile Creator – Define Multiple Values – (Edit)" window appears:



Note: Figure 1-9: DTT Profile Creator – Define Multiple Values (Edit)

DTT Profile Creator - Define Multiple Values	
Sample Field: 12345	
Delete?	Field Definitions
	Medical Record Number
	-select-
<div> Return to Menu Add Definition Remove Definition </div>	

2. Click the drop-down arrow to view/select an additional field for the Sample Field value.
3. Click one of the available buttons:
 - **RETURN TO MENU** – returns to the "DTT Profile Creator – Define Multiple Value" window. If you have not clicked the Add or Remove button, no changes will be saved.
 - **ADD DEFINITION** – saves the selection, adds the DELETE checkbox, and remains on the "DTT Profile Creator – Define Multiple Values – (Edit)" window.

Note: Figure 1-10: DTT Profile Creator – Define Multiple Values (Edit) with Delete Checkbox

DTT Profile Creator - Define Multiple Values	
Sample Field: 12345	
Delete?	Field Definitions
<input type="checkbox"/>	Medical Record Number
	Patient Birth File Number
	-select-
<div> Return to Menu Add Definition Remove Definition </div>	

- **REMOVE DEFINITION** – deletes the additional field value after clicking in the **DELETE** checkbox and remains on the "DTT Profile Creator – Define Multiple Value – (Edit)" window.
4. Click the **RETURN TO MENU** button. The "DTT Profile Creator – Define Multiple Value" window appears.
 5. Click the **CONTINUE** button. The "DTT Profile Creator – Required Mappings" window appears. Continue to the next section titled, "Mapping Fields" for instructions.



MAPPING FIELDS

The word "mapping" means the translation of the import file codes coinciding with the registry acceptance codes).

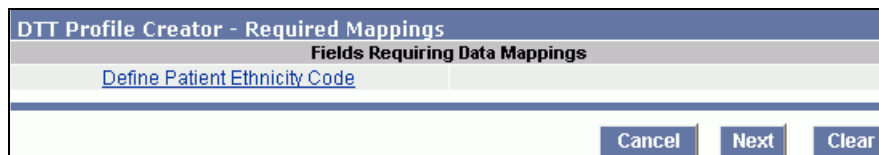
The "DTT Profile Creator – Required Mappings" window appears after clicking the CONTINUE button on the "DTT Profile Creator – Define Multiple Value" window.

Examples of when you might see fields listed in this window are when your profile includes the fields:

- Patient Gender Code
- Patient Ethnicity Code
- Vaccine Code
- Manufacturer Code
- County Code, etc.

If you don't see the "DTT Profile Creator – Required Mappings" window, continue to the next section.

Note: Figure 1-11: DTT Profile Creator – Required Mappings



1. Click the **HYPERLINK** (words underscored in blue). The "DTT Profile Creator – Define (name of field)" window appears.

**Note:** Figure 1-12: DTT Profile Creator – Define (Name of Field)

DTT Profile Creator - Define Patient Race Code	
Code	Description
<input type="text" value="w"/>	White
<input type="text" value="a"/>	Black or African American
<input type="text"/>	Asian
<input type="text"/>	American Indian or Alaska Native
<input type="text"/>	Other
<input type="text"/>	Native Hawaiian or Other Pacific Islander
<input type="text"/>	Multi-racial

2. In the **CODE** column, type the corresponding code that matches the **DESCRIPTION** column.
3. Click one of the available buttons:
 - **RESET** – to erase any newly typed text and remain on the same window.
 - **SUBMIT DATA MAPPINGS** – to save and return to the "DTT Profile Creator – Required Mappings" window.

DTT Profile Creator - Required Mappings	
Fields Requiring Data Mappings	
Define Patient Ethnicity Code	

4. Click one of the available buttons:
 - **CANCEL** – to not save and exit to ?
 - **NEXT** – to save and display the "DTT Profile Creator – Define Default Value" window. Continue to the next section titled, "Defining Default Values" for instructions.

DEFINING DEFAULT VALUES

The "DTT Profile Creator – Define Default Value" window appears after clicking NEXT on the "DTT Profile CREATOR – Required Mappings" window. It is used to set up defaults for specific fields. An example of use is the Facility's Address State Code.

Note: Figure 1-13: Profile Creator – Define Default Value



DTT Profile Creator - Define Default Value	
Field Definition	Default Value
<input type="text" value="-select-"/>	<input type="text"/>
<div>Save Profile Add New Default Clear</div>	
DTT Stored Default Values	
Default Field	Default Value

1. In the **FIELD DEFINITION** column, click the drop-down menu arrow to view/select a **FIELD**.
2. Press the **TAB** key to position the mouse cursor in the **DEFAULT VALUE** field.
3. Type the appropriate **VALUE** in the field and then click one of the available buttons:
 - **ADD NEW DEFAULT** – saves the entries and places the new default at the bottom of the window.

Note:

Figure 1-14: DTT Profile Creator – Define Default Value – Default Added

The default field value has been saved.

DTT Profile Creator - Define Default Value	
Field Definition	Default Value
<input type="text" value="-select-"/>	<input type="text"/>
<div>Save Profile Add New Default Clear</div>	
DTT Stored Default Values	
Default Field	Default Value
Facility Address State Code	AZ
	<div>Remove Default</div>

- **CLEAR** – erases any selections/text entered and remains on the window.
- **REMOVE DEFAULT** – Removes the default value and remains on the window.
 - This button will not appear if there aren't any defaults set.
- **SAVE PROFILE** – Saves the profile and returns to the "DTT/HL7 Import" window. If you have added a new default, verify it displays in the bottom



portion of the window before saving the profile, or your defaults will not be saved.

Note: Figure 1-15: DTT/HL7 Import – Profile Saved Successfully

Profile Saved Successfully

DTT/HL7 Import

Select Import Profile: --select--

Select File:

☐ Do not change current patient ownership or public data

☐ Click here to decrement vaccine inventory.

After you click on the 'Import' button, the file selected will be imported to the SITS Webserver. This may take a few minutes depending on the size of the file. During this time, your browser may seem to be stuck waiting. However, it is just waiting until the file import has been completed. Do not click the browser 'Stop' button unless you wish to cancel the file import.

Note:

PRINT DATA PROFILE REPORT

This option will print an existing data profile report.

1. From the "DTT/HL7 Import" window, in the **SELECT IMPORT PROFILE** field, point and click the drop-down arrow to view/select a valid profile.
2. Click the **PRINT DATA PROFILE REPORT** button to display the report in a new browser window providing the option to print.



Note: Figure 1-16: Data Profile Report

PCIC DEMOGRAPHIC

IRMS: 1000

Creation Date:

Last Updated:

Format: Delimited

Delimiter: |

Field order and mappings:

- Medical Record Number
- Patient First Name
- Patient Middle Name
- Patient Last Name
- Patient Suffix
- Patient SSN
- Patient DOB
 - Date Format: MM/DD/YYYY
- Patient Mailing Address1
- Patient Physical Address
- Patient Address City
- Patient Address State Code
- Patient Address Zip Code
- Patient Gender Code
- Patient Race Code
- Mother Maiden Name
- Guardian First Name
- Guardian Middle Name
- Guardian Last Name
- Guardian SSN
- Patient Phone Number Area Code
- Patient Phone Number
- Inactive Code
- Patient Medicaid Number
- Managed Care Plan Name
- Managed Care Plan ID
- Managed Care Plan Date
 - Date Format: MM/DD/YYYY
- Patient County FIPS Code
- Patient Ethnicity Code
- Patient Health District
- Patient VFC Eligible Code
- Facility ID
- Physician ID
- *Undefined Field*
- Patient Email Address
- Block Recall
- Programs List
- School District Code
- Patient Birth State
- Patient Birth Country
- Comments
- Patient Language



VIEW IMPORT LOGS (FOR ERRORS)

This option is used to view previously submitted imports and to see what the errors are so they can be corrected and then be re-imported.

1. From the "DTT/HL7 Import" window, click the **VIEW IMPORT LOGS** button. The "DTT Import Logs" window appears.

Note: Figure 1-17: DTT Import Logs

DTT Import Logs						
View Errors	Profile Name	Import File	Date	Total Records	Errors	Completed
						Back

2. The columns that appear are listed in the table:

Note: Table 1-3: DTT Import Logs Column Descriptions

COLUMN	DESCRIPTION
VIEW ERRORS	<ul style="list-style-type: none"> Contains the SELECT ARROW to select the desired file log.
PROFILE NAME	<ul style="list-style-type: none"> Name of the Data Profile used for the import.
IMPORT FILE	<ul style="list-style-type: none"> Name of the Import File.
DATE	<ul style="list-style-type: none"> Year, month, day, and timestamp the import log was created.
TOTAL RECORDS	<ul style="list-style-type: none"> Number of records sent with the import.
ERRORS	<ul style="list-style-type: none"> Number of errors within the error log. Note: If the total number of errors exceeds 100, you may want to import a smaller file by copying/pasting a subset of the larger "original" file and view its errors. When the number of errors is large, the browser can experience a "memory limitation" and you will not be able to view the errors.
COMPLETED	<ul style="list-style-type: none"> This column indicates whether or not the full import file was read in during the import and will contain a Yes or No.



3. Locate the file whose errors you want to view by clicking on the **SELECT ARROW** button (under the "View Errors" column). The "DTT Import Errors" window appears.

Note: Figure 1-18: DTT Import Errors

DTT Import Errors		
		Create Error Report
Filename: DTT Stuff.txt		
Line Number	Details	Errors
2	view details	No valid records sent. At least one record type (Patient, Vaccination, Facility, Physician) must have the minimum required fields.
		Cancel

4. The fields/columns of information are listed in the table:

Note: Table 1-4: DTT Import Errors Field/Column Descriptions

COLUMN	DESCRIPTION																		
FILENAME	<ul style="list-style-type: none">Name of the file that was imported appended with the file's type. The example reflects DTT Stuff.txt.																		
LINE NUMBER	<ul style="list-style-type: none">The row/line number in the file that caused the error.																		
DETAILS	<div><ul style="list-style-type: none">The VIEW DETAILS hyperlink displays the "DTT Import Error Detail Log" for the specific line of the error.</div> <div><div>DTT Import Error Detail - Line2</div><div>Errors Found<ul style="list-style-type: none">No valid records sent. At least one record type (Patient, Vaccination, Facility, Physician) must have the minimum required fields.</div><div><div>Back to Error Lis</div></div><table><thead><tr><th>Field Definition</th><th>Date Format</th><th>Field Value</th></tr></thead><tbody><tr><td>Medical Record Number</td><td></td><td>null</td></tr><tr><td>Patient Full Name</td><td></td><td></td></tr><tr><td>Patient DOB</td><td>MMDDYYYY</td><td></td></tr><tr><td>Patient Gender Code</td><td></td><td></td></tr><tr><td>Patient Birth State</td><td></td><td>AZ</td></tr></tbody></table><div><div>Back to Error Lis</div></div></div>	Field Definition	Date Format	Field Value	Medical Record Number		null	Patient Full Name			Patient DOB	MMDDYYYY		Patient Gender Code			Patient Birth State		AZ
Field Definition	Date Format	Field Value																	
Medical Record Number		null																	
Patient Full Name																			
Patient DOB	MMDDYYYY																		
Patient Gender Code																			
Patient Birth State		AZ																	
ERRORS	<ul style="list-style-type: none">Description of the error. The error in this example was caused by a blank row being sent.																		

5. Click on an available button or hyperlink:
 - CANCEL** – to return to the "DTT Import Logs" list window.
 - CREATE ERROR REPORT** – to display a report of all the errors in a new browser window. The window provides an option to print. Close the browser window when finished viewing/printing.



Note: Figure 1-19: DTT Error Report

DTT Import Error Report		
Profile: TEST1		
Filename: DTT Stuff.txt		
Import Date: 2005-05-10 09:42		
Total Records: 2		
Total Error Records: 1		
Medical Record Number	Patient DOB	Errors
- No valid records sent. At least one record type (Patient, Vaccination, Facility, Physician) must have the minimum required fields.		

- **VIEW DETAILS** – to display the "DTT Import Error Detail" window (sample shown below).

Note: Figure 1-20: DTT Import Error Detail – Line 1

DTT Import Error Detail - Line2		
Errors Found		
<ul style="list-style-type: none">• No valid records sent. At least one record type (Patient, Vaccination, Facility, Physician) must have the minimum required fields.		Back to Error List
Field Definition	Date Format	Field Value
Medical Record Number		null
Patient Full Name		
Patient DOB	MMDYYYY	
Patient Gender Code		
Patient Birth State		AZ
		Back to Error List

6. Click the **BACK TO ERROR LIST** to return to the "DTT Import Errors List" window.

TYPES OF IMPORT ERRORS

If the Administrator has set the DTT Properties to "Error on Unspecified Vaccination Import," you will receive an error indicating, "The vaccine given for an administered vaccination cannot be unspecified."

At least one record type (Patient, Vaccination, Facility, or Physician) must have the minimum required fields or no valid records will be sent.

The field values and how an error could occur are listed in the table:



Note: Table 1-5: DTT Import Errors

FIELD	VALUE MUST BE
FACILITY ZIP CODE	<ul style="list-style-type: none"> Numeric and either be 5 or 9-digits long.
FACILITY COUNTY CODE	<ul style="list-style-type: none"> Numeric or an error will occur.
FACILITY STATE CODE	<ul style="list-style-type: none"> 2-characters long.
FACILITY HEALTH DISTRICT	<ul style="list-style-type: none"> Numeric or an error will occur.
PHYSICIAN SSN	<ul style="list-style-type: none"> Numeric and be 9-digits long or an error will occur.
PHYSICIAN HEALTH DISTRICT	<ul style="list-style-type: none"> Numeric or an error will occur.
CPT VACCINE CODE	<ul style="list-style-type: none"> Numeric or an error will occur.
CDC VACCINE CODE	<ul style="list-style-type: none"> Numeric or an error will occur.
SIIS VACCINE CODE	<ul style="list-style-type: none"> Numeric or an error will occur.
IMMUNIZATION DATE	<ul style="list-style-type: none"> Formatted correctly Cannot be a future date Cannot be before the patient's birth date.
HISTORICAL FLAG	<ul style="list-style-type: none"> Must have a Y or N for its value.
VACCINATION HEALTH DISTRICT	<ul style="list-style-type: none"> Numeric or an error will occur.
VIS PUBLICATION DATE1	<ul style="list-style-type: none"> Formatted correctly.
VIS PUBLICATION DATE2	<ul style="list-style-type: none"> Formatted correctly.
VIS PUBLICATION DATE3	<ul style="list-style-type: none"> Formatted correctly.
VIS PUBLICATION DATE4	<ul style="list-style-type: none"> Formatted correctly.
VIS FORM GIVEN DATE	<ul style="list-style-type: none"> Formatted correctly.
DELETION DATE	<ul style="list-style-type: none"> Formatted correctly.
CONTRAINDICATION VACCINE CODE	<ul style="list-style-type: none"> Numeric or an error will occur.
CONTRAINDICATION	<ul style="list-style-type: none"> Numeric or an error will occur.



FIELD	VALUE MUST BE
CODE	
LEAD SAMPLE DRAW DATE	<ul style="list-style-type: none"> Formatted correctly Cannot be a future date Cannot be before the patient's birth date.
LEAD SAMPLE ANALYZED DATE	<ul style="list-style-type: none"> Formatted correctly. Cannot be before the Lead Sample Draw Date. Cannot be before the patient's birth date.
LEAD RESULT REPORTED DATE	<ul style="list-style-type: none"> Formatted correctly. Cannot be before the patient's birth date.
PATIENT'S BIRTH DATE	<ul style="list-style-type: none"> Formatted correctly Cannot be a future date
PATIENT SSN	<ul style="list-style-type: none"> Numeric and be 9-digits long.
PATIENT ZIP CODE	<ul style="list-style-type: none"> Numeric and be either 5 or 9-digits long or an error will occur.
PATIENT COUNTY CODE	<ul style="list-style-type: none"> Numeric or an error will occur.
PATIENT PHONE EXTENSION	<ul style="list-style-type: none"> Numeric or an error will occur.
PATIENT HEALTH DISTRICT	<ul style="list-style-type: none"> Numeric or an error will occur.
GUARDIAN SSN	<ul style="list-style-type: none"> Numeric and be 9-digits long.
GUARDIAN WORK PHONE	<ul style="list-style-type: none"> Numeric and be 10-digits long.
PATIENT PHONE NUMBER	<ul style="list-style-type: none"> Numeric or an error will occur.
PATIENT FAX NUMBER	<ul style="list-style-type: none"> Numeric or an error will occur.
PHYSICIAN PHONE NUMBER	<ul style="list-style-type: none"> Numeric or an error will occur.
FACILITY PHONE NUMBER	<ul style="list-style-type: none"> Numeric or an error will occur.
MEDICAL RECORD NUMBER	<ul style="list-style-type: none"> Entered for a Patient Record and a Vaccination Record.



FIELD	VALUE MUST BE
PATIENT FIRST NAME	<ul style="list-style-type: none"> Entered for a Patient Record. Cannot contain the characters '%', '_', or '?'.
PATIENT LAST NAME	<ul style="list-style-type: none"> Entered for a Patient Record. Cannot contain characters '%', '_', or '?'.
PATIENT BIRTH DATE	<ul style="list-style-type: none"> Entered for a Patient Record.
MOTHER MAIDEN NAME OR STREET ADDRESS/ZIP CODE OR STREET ADDRESS/CITY	<ul style="list-style-type: none"> One of these fields must be entered for a Patient Record.
VACCINE CODE	<ul style="list-style-type: none"> Entered for a Vaccination Record.
IMMUNIZATION DATE	<ul style="list-style-type: none"> Entered for a Vaccination Record.
FACILITY ID	<ul style="list-style-type: none"> Entered for a Facility Record.
PATIENT DEMOGRAPHIC RECORD	<ul style="list-style-type: none"> Valid for a Lead Record Valid for a Contraindication Record.
PHYSICIAN ID	<ul style="list-style-type: none"> Entered for a Physician Record.
LOT NUMBER	<ul style="list-style-type: none"> Value must match lot numbers in the inventory for the current IRMS and/or facility.
LOT NUMBER	<ul style="list-style-type: none"> Value should not be blank if decrementing from inventory.
MANUFACTURER CODE	<ul style="list-style-type: none"> Value should not be blank if decrementing from inventory.
BIRTH STATE CODE	<ul style="list-style-type: none"> Value must be 2-characters long.
PATIENT STATE CODE	<ul style="list-style-type: none"> Value must be 2-characters long.
CONTRAINDICATION DELETION DATE	<ul style="list-style-type: none"> Formatted correctly or an error will occur.
PERMANENT CONTRAINDICATION FLAG	<ul style="list-style-type: none"> Values must be Y or N.

VACMAN UPLOAD

This option is used to import the vaccine file. The SIIS Administrator must set the VACMAN UPLOAD PATH in the



Administration Properties file, and the USER must have VacMan Upload Permissions.

To import a VacMan file, perform the following:

1. From the **IMPORTS** menu, click on the **VACMAN UPLOAD** option. The "VacMan Upload" window appears.

Note: Figure 1-21: VacMan Upload

The screenshot shows a web-based window titled "Vacman Upload". It features a "Select File:" label followed by a text input field and a "Browse..." button. At the bottom right of the window, there are two buttons: "Upload" and "Clear".

2. Either type the file name or click the **BROWSE** button to locate your file. Double-click the file name. The filename and path will display in the **SELECT FILE** field.
3. Click one of the available buttons:
 - **UPLOAD** – to begin the import process to the SIIS Webserver. This may take a few moments/minutes depending on the size of the file. During this time, your browser may seem to be stuck waiting; However, it is just waiting until the file import has been completed. Please do NOT click the browser "Stop" button unless you wish to cancel the file import. Upon completion a confirmation message appears at the top of the window, "Your file has been uploaded."
 - **CLEAR** – to erase the file name from the **SELECT FILE** field.


HL7 REALTIME IMPORTS

This option allows HL7 records to be imported in real time.

1. From the **IMPORTS** menu, click the **HL7 REALTIME** option. The "HL7 Realtime Server" window appears.

Note: Figure 1-22: HL7 Realtime Server



HL7 Realtime Server				
Address:		http://bugs.phx.stchome.com:8080/v282/HL7Server		
Messages Received (Batched by Days)				
Select	Date	IRMS	Received	Errors
	10/01/2004 2:02:30 PM	1000	7	4

- This window is divided into two sections: Address and Messages Received (Batched by Days).
- If you want to view the HL7 Realtime Server's details, click on the **ADDRESS** Link. The HL7 Realtime Server window appears.

Note: Figure 1-23: HL7 Realtime Server Details

HL7 Realtime Server

If you're seeing this page then the HL7 Server is up and running and ready to respond to requests. The address that you used to get this page HL7 systems should use to connect to the HL7 Server. To test HL7 messages by hand use the form below. Keep in mind that the response will be delayed.

Required HTTP POST Parameters

Required HTTP POST Parameters	
USERID	Assigned by system administrator
PASSWORD	Assigned by system administrator
MESSAGEDATA	HL7 request message

Optional HTTP POST Parameters

FACILITY	May be sent, but will be ignored
deduplicate	If valued, deduplication will be scheduled after updating patient or vaccination information
debug	If valued, response message will include debug log statements

HL7 Interface Test Form

USERID

PASSWORD

FACILITY

MESSAGEDATA

deduplicate ☒ debug ☐

MSH|^~&|DBO^QSI^Inight^L|QS4444|5.0^QSI^Inight^L|20030828104856+0000||VXQ^V01|QS444437861000000042|P|2.3.1|||INE|AL|
QRD|20030828104856+0000|R||Query|D01|||5|0000000001^Bucket^Hyacinth^~~~~~MR|VX|SI|S|
QRF|QS4444|20030828104856+0000|20030828104856+0000||100000001~19460401 ~~~~~111 East Lansing
Bouldvard^Indianapolis^IN~10000|

- If you want to view the "Messages Received," click on the **SELECT** arrow (to the left of the date).



Note: Figure 1-24: HL7 Realtime Messages Received, Rejected, and Accepted

HL7 Realtime Server						
Address:		http://bugs.phx.stchome.com:8080/testing/HL7Server				
Batch Messages Received						
Date		12/06/2004 11:28:16 AM				
IRMS		1000				
Total Received:		5				
Total Errors:		0				
Messages Rejected:						
Select	Time	Received	Reply	Remote User	Description	
Messages Accepted:						
Select	Time	Received	Reply	Remote User	Description	
-->	11:27:35 AM	VXQ	VXX	STC	2 possible matches	
-->	11:27:49 AM	VXQ	VXR	STC	Exact match	
-->	11:27:52 AM	VXQ	VXR	STC	Exact match	
-->	11:28:05 AM	VXQ	VXX	STC	2 possible matches	
-->	11:28:16 AM	VXQ	VXR	STC	Exact match	
Messages Received (Batched by Days)						
Select	Date			IRMS	Received	Errors
-->	12/06/2004 11:28:16 AM			1000	5	0

5. To view the **MESSAGES ACCEPTED** or **RECEIVED**, click on the **SELECT** arrow. The respective window appears.

Note: Figure 1-25: Received Message Detail

Received Message Detail	
Received:	12/06/2004 11:27:49 AM
Response Text:	Exact match
Message Received:	
Message Sent:	
Cancel	

6. Click the **CANCEL** button when you are finished.